

**Phi Lambda Phi Alumnae Association
Constitution and By-Laws**

PREAMBLE

PRAYER

Dear Heavenly Father,
We thank Thee for the blessings bestowed upon us. Grant that we may be wise in all our dealings, true in all our words and actions and affectionate in our behavior towards one another. Teach us to be tolerant and understanding. Teach us to give not only with our hands, but with our hearts.
We ask Thee to help us, O Lord. Amen

ARTICLE I: NAME, COLORS, FLOWER, AND MEMBERSHIP

Section I: Name

The name of this organization shall be the Phi Lambda Phi Alumnae Association (PLPAA).

Section II: Colors and Flower

The colors shall be yellow and black.
The flower shall be the Gardenia.

Section III: Membership

Any woman who has been initiated into the Phi Lambda Phi Sorority and who graduated or left the State University College at Oswego, NY, as a sister in good standing shall be eligible for membership.

ARTICLE II: PURPOSE

"De Uno Corpus Remanebimus"

The purpose of the Phi Lambda Phi Alumnae Association is to foster the bonds of sisterhood between and among alumnae; usher the next generation of alumnae into a thriving organization dedicated to the spirit of Phi Lambda Phi Sorority; reach out to the active sorority as mentors and advisors; encourage community involvement and philanthropy of active sisters and alumnae; nurture professional contacts; advise the active sisters on the maintenance, financial and legal matters pertaining to the Phi Lambda Phi Sorority; pass along the traditions and positive experiences of being a sister of Phi Lambda Phi; and ensure the active membership meets and maintains the standards set by the State University of New York.

ARTICLE III: EXECUTIVE BOARD

Section I: Board Membership

The Executive Board shall include elected and appointed members. The elected members shall include: 1) President, 2) First Vice President, 3) Second Vice President, 4) Treasurer, 5) Recording Secretary, and 6) Corresponding Secretary.

Non-elected members will be appointed as needed by the Board. They may include but are not limited to: Historian, Communications Manager, Web Manager, House Liaison, Membership Manager, Data-base Manager, Reunion Manager, Fundraising Manager, and other Special Projects Managers, as determined by the Executive Board.

The Immediate Past President will serve as a full member of the Board. The Sorority Advisor, as required by SUNY Oswego, shall serve as an ex officio member of the Board.

Section II: Duties of the Executive Board

The Executive Board shall meet monthly and have the power to call special meetings. It shall interpret and enforce the constitution and its by-laws and determine the members in good standing. It shall identify and oversee activities and projects that support the vibrancy of PLPAA. It may form committees as deemed necessary to perform this work. The President shall appoint the managers and members of the committees with the concurrence of the Board.

Section III: Qualifications for Office

The candidates for elected offices of the Executive Board must be active members in good standing of the PLPAA. Appointed members of the Executive Board must be active members in good standing. Each member of the Executive Board may hold only one elected office at a time.

Section IV: Vacancies

In the event of the death, incapacity, or resignation of a Board member, the vacancy shall be filled by appointment by the President. The person chosen shall serve only until the next Annual Meeting or until which time a regularly scheduled election is held. A resignation by a Board member shall be submitted in writing to the President, at which time she shall consult with the Executive Board to appoint a successor.

ARTICLE IV: RESPONSIBILITIES AND DUTIES OF THE OFFICERS

Section I: Duties of the President

The President shall represent the association at all times. She shall have the power to call all meetings, develop meeting agendas, and preside over Executive Board meetings and the Annual Meeting. She will cast the vote in case of a tie. The President will work with the Treasurer to develop the annual budget for presentation to and approval of the Board and the general membership. She will be the primary liaison to the active sorority maintaining contact with the sorority

leadership and their campus advisor. She will work to maintain the positive image that is Phi Lambda Phi. The President shall work to promote good relations between sisters, neighbors, and other Greek organizations.

Section II: Duties of the First Vice President

The First Vice President shall assume all duties of the President upon the absence, resignation, or disqualification of the President. Along with the Past President, she will serve as an advisor to the President, in all matters, including, but not limited to, developing meeting agendas, developing documents, and reviewing documents and agreements.

The First Vice President shall provide direction to the Communications Committee and work with the Communications Manager and Web Manager. She serves as editor-in-chief of the PLPAA newsletter and major publications.

The First Vice President shall provide direction to the Membership Committee and work with the Membership Manager to set and promote annual membership goals. She chairs the alumni membership appeal. She works with the Membership Manager and the President to develop a PLPAA Membership Package that is presented to each active sister upon her graduation and welcomes her into the PLPAA.

Should she assume the duties of the President, she would appoint a new Vice President.

Section III: Duties of the Second Vice President

The Second Vice President shall oversee all events and social functions of the PLPAA. She will provide direction to the Reunion Committee and the Reunion Manager. She will serve on the SUNY Oswego Reunion Committee to coordinate the College's June Reunion activities with PLPAA's activities. The Second Vice President will serve as hostess at all events, including the Annual Meeting, Senior Send-off, and special events. She will work with the Reunion Committee to provide information and support for regional reunions throughout the country. She will work with the First Vice President to reach out to sisters to promote membership and association values.

Section IV: Duties of the Treasurer

The Treasurer will keep the records for all dues payments and donations to the PLPAA, as well as records for all transactions with the bank. She will maintain PLPAA's bank accounts and act as primary signatory, along with the President. She will work with the President to develop an annual budget to be presented to the Board and membership for approval. She will file taxes as necessary. She will work with the Corresponding Secretary and Membership Manager to ensure an accurate account of active members in Good Standing of the PLPAA.

Section V: Duties of the Recording Secretary

The Recording Secretary shall take minutes at all Executive Board meetings, distribute them to Board members for approval at the next Board meeting, amend them as necessary and forward them to the Web Manager for posting on the web page. She will take minutes at the Annual Meeting in Oswego in June and follow the same procedure.

Section VI: Duties of the Corresponding Secretary

The Corresponding Secretary will answer all official correspondence of the PLPAA. She will also acknowledge all donations and dues payments.

Section VII: Duties of the Immediate Past President

The Immediate Past President shall serve as advisor to the President and the Executive Board.

Section VIII: Duties of the Appointed Members of the Executive Board

A. Duties of the Communications Manager

The Communications Manager, working with the First Vice President and Web Manager, will be responsible for communications materials and will assist with the content of communications. She will design publications, brochures, invitations, and other communication materials as needed. She works with the Historian to preserve albums, composites, artifacts, and photos. She researches and proposes token gifts.

B. Duties of the Web Manager

The Web Manager will work closely with the First Vice President and the Communications Manager in maintaining and promoting PLPAA's online presence. Her functions will include the design, functionality and maintenance of the PhiLamb.org website and email hosting, the PLPAA social media pages, and any other web presence owned/managed by PLPAA.

C. Duties of the Membership Manager

The Membership Manager, working with the First Vice President, chairs the Membership Committee and is responsible for directing the efforts to recruit new members to the PLPAA, meeting the annual goal established by the Executive Board. She is responsible to keep the Executive Board and PLPAA membership current with the PLP Sorority's current social, pledging, and fundraising events. In coordination with the Second Vice President, she oversees all efforts to keep PLPAA membership current with upcoming social activities. In coordination with the First Vice President, she develops strategies to increase membership, writes copy for a variety of membership materials, and assists the Reunion Committee with the development of written materials and newsletters.

D. Duties of the Data Base Manager

The Data Base Manager, working with the First Vice President and Membership Manager, is responsible for the upkeep of the PLP alumnae list, to include information about all past and present members of the

PLP Sorority.

E. Duties of the House Liaison

The House Liaison, working with the Treasurer, advises the active sorority, to the extent they wish, on issues related to finances, budgeting, house repair, and emergent problems as they arise. She brings such issues and needs to the Executive Board as necessary.

F. Duties of the Reunion Manager

The Reunion Manager, working with the Second Vice President, chairs the Reunion Committee and provides oversight for the planning and implementation of all reunion activities and related materials, such as the annual meeting and regional reunions throughout the country. She serves as the primary contact to solicit alumnae to host regional reunions and provides them with the information and materials.

G. Duties of the Fundraising Manager

The Fundraising Manager, working with the Treasurer, chairs the Fundraising Committee and oversees all fundraising events. She will coordinate with the Second Vice President for fundraising during reunion events.

H. Duties of the Historian

The Historian gathers, evaluates, preserves, and safeguards sorority artifacts. She facilitates historical continuity by collecting stories, documenting traditions and events, and maintaining memorabilia, photos and composites.

I. Special Projects Managers

Special Projects Managers are appointed as deemed necessary by the President and the Executive Board.

ARTICLE V: ELECTIONS

Section I: Term

The term of office for each elected council member shall be two years.

Section II: Nominations

Para.1: Any active member in good standing may nominate herself or another active member for an office.

Para.2: A list of nominations will be compiled and disseminated at least one month prior to the annual meeting.

Section III: Elections

The First Vice President will coordinate elections. She will determine a method to gather votes, proxies, and absentee votes. This will be accomplished no later than one week prior to the annual meeting. An officer will be elected by a majority vote.

Section IV: Inductions and Assumption of Office

Every officer, upon acceptance of office, shall be inducted by the outgoing President at the annual meeting.

Section V: Impeachment

A written statement of reasons for impeachment, accompanied by the signature of five members in good standing, shall be submitted to the Executive Board. The accused shall be notified immediately by the Board (minus the accused member if on Executive Board) and given one month to prepare her case. Executive Board will determine if discussion should be open to membership. Removal will be determined by a three-fourths yes vote by the membership.

ARTICLE VI: FINANCE AND ACCOUNTING

Section I: Budget

Para.1: The fiscal year shall run from July 1 to June 30.

Para.2: The annual budget shall be drawn up by the President and the Treasurer and reviewed by the Executive Board. It shall be proposed to the active membership, and approval shall be by majority vote at the Annual Meeting.

Para.3: No member of the Board will receive payment for her participation in PLPAA.

Para.4: All expenditures by Board members will reflect amounts presented in and by the annual budget. The Board may determine a minimal amount that members may spend without approval by the Board or as written in the budget.

Section II: Dues

Para. 1. Dues shall be determined as a result of the approved budget.

Para. 2. All dues shall be payable in the month of June of each year.

Para. 3. If, after 60 days, dues have been remiss, that member shall be counted as an inactive member. If she holds an office in the PLPAA, she will lose that office, and the President will appoint a successor until the end of that term of office. Board members must have dues current at all times.

Section III: Banking

The President and Treasurer shall be the only members authorized to make transactions concerning any of the PLPAA bank accounts.

Section IV: Auditing

The audit committee just prior to the annual membership meeting shall complete the auditing of the books. The Treasurer will present the

report at the annual meeting. The Audit Committee will be comprised of the President, Treasurer, and two members-at-large appointed by the President.

ARTICLE VII: ANNUAL MEETINGS

The Annual Meeting of the Phi Lambda Phi Alumnae Association shall coincide with the SUNY Oswego Alumni Weekend, traditionally held in early June each year.

ARTICLE VIII: QUORUM

A quorum shall consist of at least one more than one-half the total numbers of members in Good Standing. If a quorum cannot be reached within 30 days of a vote, the motion will be considered passed with a simple majority.

ARTICLE IX: RULES OF ORDER

Robert's Rules of Parliamentary Procedure shall be in authority in all Parliamentary disputes during meetings.

ARTICLE X: AMENDMENTS

This constitution may be amended by a 2/3 vote of the active members. The amendments shall be presented in their written form to the Executive Board to be presented to the membership and voted upon by the membership at the Annual Meeting.

BY-LAWS

Phi Lambda Phi Alumni Association

ARTICLE I: ORDER OF BUSINESS

The following shall be the order of business at all annual meetings. (At a special meeting, the topic shall govern the type of business.)

Opening of the meeting

Prayer

Reading and approval of the minutes of the previous meeting

Executive reports

Committee reports

Old Business

New Business

Announcements

Motion to adjourn

Sorority Song

Adjournment

ARTICLE II: MEMBERSHIP

Section I: Inactive Membership

Para. 1. Any member initiated into Phi Lambda Phi Sorority who has graduated or no longer attends SUNY Oswego, has left the active sisterhood in good standing, and chooses not to be a member in good standing with the PLPAA, is an inactive member.

Para. 2. An inactive member is required to pay additional fees for various PLPAA functions and any merchandise.

Section II: Member in Good Standing

A member is in good standing with the PLPAA if she has no outstanding debts to the association. She must pay annual dues.

Section III: Active Member in Good Standing

Para. 1. An Active Member in Good Standing has paid her annual dues AND she must put forth an effort to participate in a PLPAA function, a fundraiser, or to make an additional donation to the PLPAA beyond dues.

Para. 2. An active member in good standing may nominate herself and hold an office on the board.

Para. 3. Active sisters at SUNY Oswego, when leaving the organization in good standing, will be automatically eligible for membership in the PLPAA. Their dues for the first year as a member of the organization will be waived.

ARTICLE III: ELECTION SCHEDULE

To ensure continuity, the elected officers of the board, who each serve 2-year terms, are to be elected on a staggered schedule as indicated here:

Year 1: Elections for 2nd Vice President, Treasurer, Recording Secretary

Year 2: Elections for President, 1st Vice President, Corresponding Secretary

ARTICLE IV: AMENDMENTS

These by-laws may be amended by a 2/3 vote of the active members. The amendments shall be presented in their written form to the Executive Board. It will be presented to the membership and voted upon by the membership at the Annual Meeting.

Adopted by the PLPAA Executive Board on May 13, 2013

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